



CHILD CARE
LICENSING BUREAU

Michigan Child Care Matters

Tech Corner

The Importance of a Separate Professional Email

Email is an essential communication tool for child care providers. The Child Care Licensing Bureau, the Child Care Background Check system, Child and Adult Care Food Program, and other agencies send out important information through email. It is easy to miss these emails when you use one email account for personal and professional business. One way that providers can make it easier to track important communication is to have two separate email accounts: one for professional use and one for personal use. The email account used for professional purposes should only be used for essential business. It's best to try to avoid using your professional email to sign up for mass emails from companies offering goods for sale. Companies may sell your email to other companies and your professional email can quickly become overrun with advertisements and other junk mail. Many phone apps allow individuals to have multiple accounts and to use one app to access all accounts. These simple tricks can help you avoid missing important communication related to your business.



Issue 2023-5

Rule of the Month P.2

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Central Office Corner

When and who to call regarding accidents/incidents

When a child in your care experiences an accident or incident, a center must have a written plan for how and when a parent is notified, and a home licensee must promptly report to a child's parent an accident or incident.

In addition, the center licensee, licensee designee or program director must report the following incidents to the assigned licensing consultant within 24 hours, via phone, fax, or email (R 400.8158):

- A child is lost or left unsupervised.
- An incident involving an allegation of inappropriate contact.
- A fire on the premises of the center that requires the use of fire suppression equipment or results in loss of life or property.
- The center is evacuated for any reason, not including fire drills.
- Notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in care.

(Continued.)



Highlighted Rule of the Month – Emergency Plans – Accident, Illness, or Injury

Center Rules

R 400.8161 Emergency Procedures.

- (1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented.
 - (d) Serious accident, illness, or injury.
- (2) The written procedures must include all of the following:
 - (a) A plan for evacuation.
 - (b) A plan for safely moving children to a relocation site.
 - (c) A plan for shelter-in-place.
 - (d) A plan for lockdown.
 - (e) A plan for contacting parents and reuniting families.
 - (f) A plan for how each child with special needs will be accommodated during each type of emergency.
 - (g) A plan for how infants and toddlers will be accommodated during each type of emergency.
 - (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.
- (3) The plans required in (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.
- (8) Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in subrule (1) of this rule.

TECHNICAL ASSISTANCE

Training on emergency procedures counts toward the annual clock hours of professional development as required by R 400.8131(6). Verification of training must be kept as required by R 400.8131(11). Review of the center's emergency procedures must be part of the center's ongoing professional development plan as required by R 400.8131(8).

Sample emergency plans are available on the child care licensing website and here: [Sample Emergency Procedures](#)

[Licensing Rules Technical Assistance](#)

(When and who to call regarding accidents/incidents Continued.)

A child care home licensee must make a verbal or email report to the assigned licensing consultant within 24 hours of the occurrence of any of the following (R 400.1962):

- A child is lost or left unsupervised.
- An incident involving inappropriate contact of an allegation or inappropriate contact.
- A serious injury of a child.
- A fire on the premises of the home that requires the use of fire suppression equipment or results in loss of life or property.
- Notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in care.

For all of these accidents or incidents, the licensee, licensee designee, or program director must submit a written report to the assigned licensing consultant within 72 hours of the verbal or emailed report. The written report must be completed using the department's Incident Report (CCL-4605).

[Incident Report](#)

[CCLB Field Office Staff Directory](#)

Home Rules

R 400.1945 Emergency; plan; drill.

- (1) An applicant or licensee shall have a written emergency response plan for the care of children that must be posted in a conspicuous location within the child care home. The plan must address the following types of emergencies.
 - (c) Serious accident or injury.
- (2) The written procedures must include all of the following:
 - (a) A plan for evacuation.
 - (b) A plan for safely moving children to a relocation site.
 - (c) A plan for shelter-in-place.
 - (d) A plan for lockdown.
 - (e) A plan for contacting parents and reuniting families.
 - (g) A plan for how infants and toddlers will be accommodated in all types of emergencies.
 - (h) A plan for how children with special needs will be accommodated in all types of emergencies.
 - (i) A plan for how children with chronic medical conditions will be accommodated in all types of emergencies.
- (3) A licensee shall inform all personnel of the overall emergency response plan and of his or her individual duties and responsibilities in the event of an emergency specified in subrule (1) of this rule.

TECHNICAL ASSISTANCE

Infants and toddlers, children with special needs, and children with chronic medical conditions may have difficulty in an emergency situation. Each emergency plan must address how these needs are addressed in each type of emergency.

Examples of individual needs include but are not limited to

- Mobility issues
- Medications such as an inhaler, epipen, insulin
- Sensory integration issues such as loud noises, smells
- Individual medical needs

Methods for contacting parents can include, but are not limited to:

- A mass email or text message.
- Phone calls/trees.
- Notifying the local police department so they can let parents know where their children have been taken if a parent calls them.
- Posting the relocation site address in a conspicuous location at the home that can be seen from outside.



A plan for how each child with special needs and/or chronic medical conditions will be accommodated during each type of emergency.

Children with special needs and/or chronic medical conditions may have difficulty in an emergency situation. Each emergency plan should address how each child with a special need and/or chronic medical condition will be accommodated in each type of emergency. The plan should be based on the special needs or condition of children enrolled in care. If possible, the plan can broadly address a special need area or chronic medical condition, such as children with mobility issues.

Sample emergency plans are available on the child care licensing website and here: [Sample Emergency Plans](#)

[Licensing Rules Technical Assistance](#)

ALLERGIC REACTIONS IN CHILD CARE

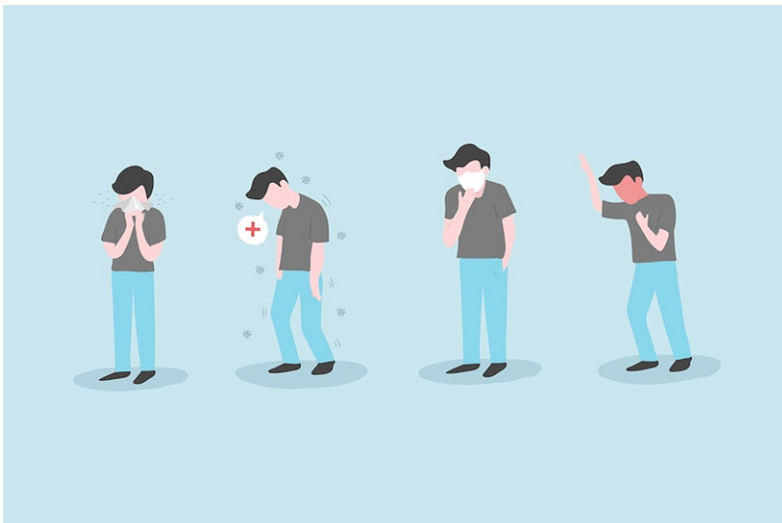
To keep children safe in child care, all personnel must be informed about allergies and be prepared to deal with allergic reactions. Many allergic reactions are minor, but some reactions can be dangerous or even life-threatening.

Children and adults can have allergic reactions to foods, medications, animal dander, bee stings, plants, and pollens. The child care home or center must be prepared for allergic reactions when the allergies are known. To be prepared, do the following:

- **Ask about allergies:** Child information cards include a section for allergies where parents /guardians can add known allergies. This must be completed when parents /guardians enroll their child in the child care program and when the parents /guardians become aware of an allergy. This includes foods, medications, or other allergens that cause allergic reactions in the child. Ask for specific information about the symptoms the child typically displays. Get this information in writing to add to the child's file. Update the information at least once a year, or whenever there is a change in a child's allergy status.
- **Plan with parents:** If a child has a known allergy, work with the parents/guardians to create an allergic reaction plan, based on the recommendations from the child's doctor. If medication is required, the parents/guardians should leave the medication at the child care home or center. A medication form will need to be completed and kept on file. The form will need to specify when the medication should be administered and the dose.
- **Prepare staff members:** Train every staff member on the plan in the case of an allergic reaction. Post a list of foods and other allergens that each child is allergic to, know the signs and symptoms of an allergic reaction, and know the location of the child's medication and how to use it properly.
- **Prepare the environment:** Food should be stored out of the reach of young children. All surfaces should be washed, rinsed, and sanitized before and after children eat. All children and staff must wash their hands before and after eating and after coming in from outdoor play. If a child is highly allergic to a certain food, consider prohibiting the food in the center. For example, many child care facilities are "nut free" due to a large number of peanut and tree nut allergies.
- **Know the child care licensing regulations:** Follow the licensing rules pertaining to plans for serious accidents and incidents, as well as medication rules. Contact your licensing consultant if you have questions.

To learn more about food allergies and food safety, see the following extension Alliance for Better Child Care articles:

- [Accommodating Special Diets in Child Care](#)
- [First Aid in Child Care](#)
- [Make Mealtimes in Child Care Pleasant, Easy, and Appealing](#)
- [Recommendations for Giving Medications to Children in Child Care](#)



PROCESS ART ACTIVITY

What is process art? It is art that focuses on the creative process rather than the final product or outcome. It has few or no instructions that the children need to follow to get to the end. They will not need to see a sample, and there will not be a right way or a wrong way to complete their art. Each child will direct their own activity, which will allow them to be as creative as they want to be with a product that will be unique.

Children are naturally curious and like to explore and try to figure out how things work. Freedom to explore materials and the different ways they can be used helps children form connections in their brain and helps them learn.

Process art allows children to practice a wide range of skills:

- Fine motor skills. Grasping crayons, pencils, scissors, and paintbrushes.
- Cognitive development. Cause and effect, problem-solving.
- Mathematical skills. Understanding concepts like shape, size, and spatial reasoning.
- Language skills. As children share their artwork and process, they develop language skills.

PROCESS ART FOR PRESCHOOLERS

Examples of art materials to have in your art area: Non-toxic paint, pencil or wax crayons, paint brushes, paint rollers, paint sponges, pencils and erasers, chalk, construction paper, tissue paper, wrapping paper, drawing paper, child scissors, stamps and ink pads, pipe cleaners, stickers, glitter glue, googly eyes, colored foil, pom poms, felt fabric, yarn, ribbon, stencils, glue, rulers, play dough.

Child-directed activity: Let the children decide what materials they want to use and how and when to use them.

Creative expression: Let the children explore, experiment, and use their imaginations.

Here is a process art activity you can use with your children in care:

Blow Painting (painting with straws)

Materials

- Acrylic or washable paint
- Water
- Straws
- Paper

STEP 1: Thin out some acrylic or washable paint with a bit of water.

STEP 2: Pour several puddles of paint onto the paper.

STEP 3: Use a straw to direct the paint around the paper. Try blowing harder or softer, and from different directions. Try several different paint colors for a layered look.



Questions to ask the children:

- How can you get the paint to move across the paper using only the straw?
- What sorts of shapes can you make?
- What do you think will happen when you blow this color into another color?

RECALL LIST – SUMMER 2023

[Woom Bikes USA – Original Kids’ Bicycles](#)

The stem and handlebar on the bikes can detach and cause riders to lose control, posing a fall hazard.

[Infanttch Zooby Video Baby Monitors for Cars](#)

The baby monitor’s battery can malfunction, overheat and burst, posing a fire hazard.

[CaTeam Canvas Baby Hammock Swing](#)

The inclined sleeper is a banned hazardous product under the Safe Sleep for Babies Act since the product was marketed for infant sleep and has an incline angle greater than 10 degrees. Infant fatalities have occurred in inclined sleepers after the infants rolled from their back to their stomach or side while unrestrained, or under other circumstances.

[Sound Around Children’s Multi-Purpose Helmet](#)

The recalled helmets do not comply with the positional stability requirements of the U.S. CPSC federal safety standard for bicycle helmets. The helmets can fail to protect in the event of a crash, posing a risk of head injury.

[Zuru Baby Shark and Mini Baby Shark Bath Toys](#)

When using the recalled bath toys, particularly in a bathtub or wading pool, a child can slip and fall or sit onto the hard plastic top fin of the shark, posing risks of impalement, lacerations and punctures.

[TopGlore Narskido Infant Bath Seat](#)

The bath seats fail to meet the federal safety standard for infant bath seats, including requirements for stability and leg openings, and can tip over while in use, posing a drowning hazard to babies.

[The Good and Beautiful Math 1 and Math 3 Boxes](#)

The whiteboard attached to the boxes can become detached exposing sharp edges, posing a laceration hazard.

[Juratoys Children’s Activity Tables](#)

The activity table contains a silver metal bell which can detach from its metal arch, posing a choking hazard to young children.

[CultureFly L.O.L. Surprise! Trick or Treat Subscription Boxes](#)

The paint on the children’s metal doll pins contains levels of lead that exceed the federal lead paint ban, posing a lead poisoning hazard. Lead is toxic if ingested by young children and can cause adverse health effects.

[Diamond Visions Plush Monkey Toys](#)

The eyes on the toy can detach, posing a small part choking hazard to children.



[Lucky Global Lelinta Multi-Purpose Kids Helmets](#)

The recalled helmets do not comply with the positional stability requirements of the CPSC federal safety standard for bicycle helmets. The helmets can fail to protect a child in the event of a crash, posing a risk of head injury.

[Lil Anglers Children's Fishing Rods](#)

The fishing rods contain levels of lead that exceed the federal lead content ban. Lead is toxic if ingested by young children and can cause adverse health issues.

[Delta Enterprise Corp. 2-in-1 Outdoor Kids Swing](#)

The swing seat restraint straps can break, posing a fall hazard to young children.

[Mockingbird Single Stroller](#)

The lower side of the stroller frame can crack, posing a fall risk to children in the stroller.

[Meiling Hou Crib Bumpers](#)

Infants can suffocate if they roll or move on the crib bumper in a position that obstructs breathing. Padded crib bumpers are banned under federal law.

[Epoch Everlasting Play Calico Critters Figures and Sets with Bottle and Pacifier Accessories](#)

The bottle and pacifier accessories pose a choking hazard to children.

[Primark Children's Bamboo Plates](#)

The recalled children's bamboo plates have elevated levels of lead and formaldehyde. Both lead and formaldehyde are toxic if ingested by children and can cause adverse health effects.

[Clark Associates Lancaster Table & Seating High Chair](#)

The high chairs can break, posing a fall hazard to children.

[Kids Preferred Recalls "My First" Disney-Character Figurine](#)

The arms or legs on the figurines can detach, posing a small part choking hazard to children.

[Fisher Price Rock 'n Play Sleepers](#)

Infant fatalities have occurred in the Rock 'n Play Sleepers, after the infants rolled from their back to their stomach or side while unrestrained, or under other circumstances.

[Kids2 Rocking Sleepers](#)

Infant fatalities have occurred in the Rocking Sleepers, after the infants rolled from their back to their stomach or side while unrestrained, or under other circumstances.



Get to Know Us

Get to know the staff with a question each month. Have you had allergies since childhood, developed allergies as an adult or have never had allergies?

Darlese
McConnell –
South Central
Region

- I have had seasonal allergies since I was a child. I do not have any food allergies.

Linda Strube
– NW
Region

- I have always been allergic to the sun ☺ I developed seasonal allergies in adulthood.

Carrie Harris
– SW Region

- I never had any diagnosed allergies growing up, however, when I was in college, I was prescribed Keflex as an antibiotic and broke out in a rash from head to toe. I immediately had to stop taking the drug and was told to stay away from any of the “penicillin’s” because they feared I could have a similar reaction.
- When I was 23 years old, we had a really bad summer with pollens, and I was diagnosed with seasonal allergies and needed an inhaler and meds to breathe. Around the same time, I developed a really bad allergy to my two cats. My eyes would swell up, become red and itchy, and my nose would start running. I did not want to part with my beloved pets so I took a daily antihistamine and had “cat free zones” in my home where my pets were not allowed, and I could escape if my allergy symptoms got too bad.
- Then when I was in my late 30’s, I got stung by four bees. The glands in my neck became very swollen and I thought I had a little difficulty catching my breath. I was advised to go to the doctor where I discovered I had a bee allergy, and an epi pen was prescribed.
- Then in 2019, I was prescribed Bactrim as an antibiotic. Within a couple days, I started experiencing unusual symptoms that would change daily. The doctor and I connected it to the Bactrim, and as soon as I quit taking that, my symptoms disappeared. Now I also have to stay away from the “sulfas”.
- The only other allergy I have is to dust mites. I had been cleaning for a big party at my home and my eyes started to itch and burn. I became stuffy and my nose started running. Then I developed a chronic cough that would not go away. I went to my doctor, and we discovered that I was allergic to dust mites. I jokingly asked the physician to put in writing that I could no longer clean my home and needed to hire a housekeeper. He wasn’t willing to do that, but he did put in writing that I should “avoid the allergen.”

Crecendra
Boone –
Flint/Macom
b Region

- Growing up I cannot remember being allergic to anything or even getting sick. As I have become an adult, I am allergic to dogs and cats, plus I occasionally break out after eating a meal, but I am not quite sure what my specific food allergy is. LOL ... I do know I am not allergic to nuts.

Michelle
Marenger –
Northeastern
Region

- I have never had allergies.

Nicole Gibby
– Wayne
Region

- I have suffered with allergic rhinitis (hay fever) since I was four years old. Hay fever is a very common childhood allergy. Some of the symptoms that I suffered with were itchy, watery, red/swollen eyes. I had runny, itchy nose, sneezing, and nasal congestion. My allergies were seasonal and returned at the same time every year, so every April and September were difficult times for me. I still suffer with these symptoms as an adult.

Jeannie Ellis –
Northeastern
Region

- I have had allergies as a child and developed more allergies as an adult.